



DEPARTMENT OF THE ARMY
HEADQUARTERS BRIGADE
UNITED STATES ARMY NORTH ATLANTIC TREATY ORGANIZATION
Unit 21420
APO AE 09705-1420

REPLY TO
ATTENTION OF

ACSH-C

27 July 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army NATO Brigade (USANATO) Policy Letter #13, Equal Opportunity/
Sexual Harassment Complaint Procedures

1. References:

a. Section 1561, Title 10, United States Code (10 USC 1561), Complaints of Sexual Harassment: Investigations by Commanding Officers.

b. AR 600-20, Army Command Policy, 7 Jun 06.

c. Army in Europe Command Policy Letter #19, 18 Apr 06, Equal Employment Opportunity.

2. Equal Opportunity (EO)/Sexual Harassment directly affects mission readiness. I expect every Soldier, civilian and family member in the United States Army North Atlantic Treaty Organization (USANATO) to feel secure in the procedures to resolve equal opportunity issues and to know I am fully committed to the resolution of any discriminatory behavior or actions.

3. The Army's Equal Opportunity complaint-processing system addresses allegations of unlawful discrimination or unfair treatment based on race, color, religion, gender, or national origin. Soldiers, civilian employees, and family members must be confident that complaints will be addressed promptly and professionally. I will not tolerate any attempt to discourage anyone from filing a legitimate EO complaint, nor will I stand for any act of reprisal taken against anyone who files a complaint.

4. Leaders who receive an EO complaint will immediately contact the EO Advisor (military) or Equal Employment Opportunity (EEO) officer (civilian) for guidance and assistance. Commanders and supervisors will try to solve problems at the lowest possible level in the organization.

a. AR 600-20 provides guidance on initiating and processing EO complaints by Soldiers. Army in Europe Command Policy Letter #19 provides guidance for handling complaints by civilian employees. Additionally, DOD or DA policy that implements 10 USC 1561 and collective bargaining agreements may apply to civilian employee complaints of sexual harassment.

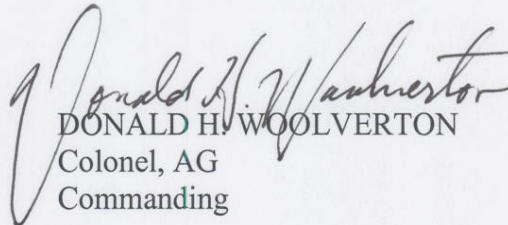
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b. If a resolution cannot be reached, complainants should notify the chain of command and seek advice from the supporting EO Advisor or servicing EEO Officer. Complaints should be referred to the chain of command, but may be made through other channels (such as the inspector general, provost marshal, chaplain, or staff judge advocate).

5. If a commander directs an investigation of a formal EO complaint filed against a field grade officer or command sergeant major, the unit will notify the Equal Opportunity office, USANATO. Formal complaints filed against general officers, promotable colonels, inspectors general, and high-ranking civilians will be referred through the Inspector General, USANATO, to the Department of the Army Inspector General.

6. Equal opportunity is an integral part of good leadership. Rapid resolution of EO complaints is in the best interest of both the person filing the complaint and of this command. Leaders must make it clear that unlawful discrimination or sexual harassment will not be practiced, condoned, or tolerated. For further information contact the USANATO Equal Opportunity office at DSN 423-3805/Comm. 0032-(0)65-44-3805.



DONALD H. WOOLVERTON
Colonel, AG
Commanding

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